SPAN/TRSP 6346
BUSINESS AND FINANCE TRANSLATION

SPAN and TRSP courses are cross-listed. Double-check Assist to make sure you are properly registered under one or the other as per your plan of studies or accreditation needs.

INSTRUCTOR INFORMATION

Instructor: Gabriel González Núñez
Office: BMAIN 1.520
Office Hours: Wed. 9:00 am - 1:00 pm, or by appointment
Office Telephone: 956-882-7658
E-mail: Gabriel.GonzalezNunez@UTRGV.edu

Preferred contact method: Because this course is 100% online, e-mail is the best way to reach the professor.

Response Time: Please allow 24 hours for e-mail response during the week and 48 hours during weekends. If the instructor plans to be away from their computer for more than a couple of days, he will let you know in advance.

COURSE DESCRIPTION

The aim of the course is to provide an in-depth analysis and practice of representative translation techniques when translating commercial texts from English into Spanish and vice-versa.

Several text types will be entertained, and this will call for an analysis of business and financial language in English and Spanish. Students will work on texts pertaining to business in general, banking documents, finance, international trade, and advertising. An advanced command of terminology research techniques will be attained.

Also, students will learn how to research about specialized business texts and will develop criteria for business writing both in English and Spanish.

Prerequisites: In order to take this course, students must be accepted into one UTRGV’s graduate Translation & Interpreting programs

TEXTBOOK & COURSE MATERIALS

Required Textbooks and Dictionaries

- To be purchased
Recommended Texts & Readings

- Other readings, as needed, will be made available through Blackboard.

COURSE OBJECTIVES

The course, as described above, is aligned with the following Student Learning Outcomes:

- Students will develop critical reading skills, both in English and Spanish, by learning to differentiate stylistic, formal, denotative and connotative aspects within a text.

- Students will translate general texts from English into Spanish and vice versa at a professional level by successfully dealing with major syntactical and lexical problems while accurately conveying meaning both at a denotative and at a connotative level.

- Students will translate from English into Spanish and Spanish into English specialized texts in the areas of legal, commercial, scientific, medical and technical translation at a professional or quasi-professional level.

Further, the following specific objectives have been set forth for this course:

- Students will be able to approach a commercial and financial translation using the necessary documentation resources to handle the translation of the text.

- Students will be able to research related fields, different from the ones covered in this subject, in order to be able to deal with any commercial and financial translation given.
COURSE ORGANIZATION & ONLINE TOOLS

Course Structure:
This course is organized into 6 units of instruction, as outlined in “Course Schedule and Due Dates” below. Each unit is listed by its main topic and contains required readings, quizzes, discussion board assignments, and translation assignments.

Each unit consists of two halves: theory and practice. Two weeks will be devoted to each unit, so that the first week is theory-based and the second week is practice-based. Every week (on Monday), the instructor will welcome you with special instructions for the week.

For each topic, students will have to complete the following tasks:

1. Readings
Before starting the translation assignments or the discussion boards, please make sure you read all material assigned for each unit. These can be found in the “Teoría” and “Lecturas adicionales” sections of the Blackboard’s interface for this course. Without the readings, the translation assignments will be nearly impossible to complete in a competent manner.

Note: Most materials used in conjunction with the course are subject to copyright protection.

2. Quizzes
The first week of every unit, you will have to take a quiz (or short test).

Make sure you use a stable internet connection while taking the quizzes. If your connection breaks, use the “back” arrow of your browser in order to try to re-establish it.

No make-ups will be granted on quizzes (or tests).

3. Discussion Boards
Several discussion boards will be opened on specific topics related to the assigned readings or translations. For each topic, every student must:

1) Post at least two original, meaningful, and relevant messages to the assigned topic or problem.
2) Post at least two replies to messages originally posted by other students.

Before posting, please make sure you have read all previous messages: do not duplicate information unnecessarily. Please write in Spanish, using complete sentences and proper spelling. If the message is about a doubt or a problem, do not just say, “¿Qué significa X?” Rather, provide what you found out, your options, your preferred solution, and why you are not happy with what you have so far. When replying to somebody else, please provide supporting information for your proposed solutions. (Where did you find it? How do you rate its reliability?)
Posted messages will be graded and will count as participation. Please note that the requirement outlined above is a **bottom not a ceiling**. Discussion boards will be graded based on two criteria: number of posts and quality of posts. Thus, a post that simply reads “Gracias, compañera,” while civil and quite welcome, will not add to your overall grade for the discussion board. Well thought-out posts that contribute to the advancing the discussion, however, will.

When posting, follow proper “netiquette” (a code of conduct for an online environment). It ensures respect for others and prevents misunderstandings or unintentional offenses. The netiquette described here is intended to help you communicate successfully in this course:

- When you are typing or submitting a response, do not use all capital letters (caps). All caps is viewed as the online equivalent to SHOUTING YOUR MESSAGE!
- Although when chatting online it is customary to use acronyms (e.g., ROFL - rolling on floor laughing, BTW - by the way, or FYI - for your information), in this course you should avoid using these. Not all acronyms are evident to all course users. Additionally, you should treat these discussion boards as a “professional” environment and write accordingly.
- Although you are encouraged to participate and ask questions, do not spam other users. (“Spam” refers to unwanted or excessive email.) Before sending mass emails, consider using the discussion board to post general inquiries or requesting assistance from your instructor.

The instructor’s role in the discussion boards is that of a facilitator. He will occasionally correct misconceptions and/or redirect conversations that need redirecting. Expect him to comment in the boards at least twice a week. He may also post comments following the completion of discussion indicating his general impressions of the comments and conclusions.

4. Translation Assignments

For each unit there is a translation assignment related to that unit’s topic. It is essential that you provide full translations for the assigned passages, even at the draft stage. Please produce these full translations as if you would be handing them to a paying client: do not leave blanks or unfinished sentences.

Please follow this submittal procedure:

- Download the assignment.
- Name files as follow: YourInitials-NumberOfAssignment.doc (Example, for Adriana R. Smith, assignment 3: "ARS-3.doc").
- Submit the assignment Using SafeAssign before midnight on the due date (as indicated below).

Additionally, please make sure you do the following:

- Use Microsoft Word files or Rich Text Format files.
- Use the spellcheck function of your word processor.
- Double-space your translations.
- Number your pages.
- Write your full name at the beginning of the assignment (not just in the filename)
More detailed submission instructions can be found in the “Prácticas” tab.

Please note that no make-ups will be granted on translation assignments.

Revisions
Submitted assignments will be reviewed by the instructor and returned via the Blackboard messaging tool labeled “Devoluciones” (as Word or PDF documents, with comments and insertions). Students must attentively read these revisions and discuss any remaining concerns with the professor. Reviews are carried out in order to avoid similar pitfalls in further translations, so make sure you understand revisions and can implement them in subsequent submittals.

Policy on late submission
Assignments and discussions must be submitted by the given deadline. (If you foresee a difficulty, special permission must be requested from the instructor before the due date. Extensions will not be liberally granted.) Remember, you are training to be a translator, and translators cannot afford not to meet deadlines. So meet your deadlines!

Policy on non-use of machine translation
One of the purposes of this course is to help each student develop his or her own translation skills. This means that the translations of necessity must be to be carried out by each student individually. Consequently, students are strictly prohibited from running their source texts through machine translation engines such as Google Translate, Bing Translator, DeepL, and others. Students who turn in a translation that has been partially or fully translated by a machine are in fact plagiarizing, cheating, and turning in someone or something else’s work (see section on scholastic integrity below). If the professor believes that machine translation was employed in the process of translating a text, the student will automatically receive a zero for that assignment. Disciplinary measures may be initiated in the case of repeated violations. Exceptions to this rule prohibiting the use of machine translation will be clearly signaled by the professor, should there be any.

5. Glossaries
Every student must turn in one set of six topic-specific, bilingual glossaries (one for each of the course’s topics), including the Spanish / English equivalency and a monolingual definition for each term. Each glossary must include ten terms that are relevant to their respective units. A sample glossary entry can be found in the “Prácticas” section of Blackboard’s minisite for this course.

6. Final Portfolio
Students will need to submit one set of all six translations. These translations must be reviewed and polished according to the instructor’s comments after grading. This will need to be accompanied by a single two-page commentary (covering all translations) in which the student reflects generally on the revisions by the instructor and analyzes areas that need improvement. The language of the commentary will be each student’s non-native (or B) language. Please
submit your final portfolio via e-mail as a single document.

7. Final Exam
There will be one single final exam for every student to be posted on a yet-to-be-announced date. The exam needs to be returned within 24 hours of posting. All exams turned in after the deadline will NOT be graded.

The exam will include:
- 300 / 400 word translation task(s).
- Theory question(s) based on the readings.

8. Extra Credit
This course has no extra credit activities planned. In the unlikely event that this should change, students will be notified by the instructor during the semester.

9. Course Navigation
In this online course, Blackboard will serve as our classroom. When you sign in onto Blackboard, you will see a section titled MyCourses. By clicking on the TRSP-6346-90E-Spring2019 link, you will land in the Announcements page for this course. On the left-hand side of your screen, you will see a menu of options that will serve to navigate the Blackboard mini-site. The options are as follows:

<table>
<thead>
<tr>
<th>Avisos</th>
<th>Here you will find relevant course or institutional announcements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programa de estudios</td>
<td>Here you will find the course syllabus. Please review it thoroughly!</td>
</tr>
<tr>
<td>Profesor</td>
<td>Here you will find a link to your instructor’s UTRGV profile.</td>
</tr>
<tr>
<td>Teoría</td>
<td>Here you will find the theoretical contents of the course, organized in six units.</td>
</tr>
<tr>
<td>Lecturas adicionales</td>
<td>Here you will find extra course materials (e.g. PowerPoint presentations, lecture notes, etc.) as provided by your instructor.</td>
</tr>
<tr>
<td>Pruebas</td>
<td>Here you will find quizzes or tests to be taken during the semester.</td>
</tr>
<tr>
<td>Foros</td>
<td>Here you will find discussion boards where most of your online interactions will occur with both your instructor and fellow students. Check participation requirements in the course syllabus. Visit this area often, and apply what you learn here to your assignments.</td>
</tr>
<tr>
<td>Prácticas</td>
<td>Here you will find details on your translation assignments. This content area provides specific instructions to complete the translations required in each unit. Completed assignments are to be submitted through this section.</td>
</tr>
</tbody>
</table>
Examen Final | Here you will find the final exam.
Devoluciones | Here you will find your translations once your instructor reviews them. Do not use this tool to communicate with your instructor!
Calificaciones | Here you will be able to monitor your progress in the course. All grades posted by your instructor are visible here.

COURSE SCHEDULE AND DUE DATES

The following is the class schedule, including due dates. Please note it may be adjusted as the semester moves forward. If you have any questions, please contact your instructor.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Dates for every unit: Mon. through Sun.</th>
<th>Deadlines (all at 11:59 pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course introduction</td>
<td>Jan 14–20</td>
<td>Syllabus Board (introduction): 1/20 (Sun.)</td>
</tr>
<tr>
<td>1. Commercial Translation Defined</td>
<td>Theory: Jan 22–27 Practice: Jan 28–Feb 3</td>
<td>Olohan (teoría 1) Quiz: Jan 27 (Sun.) Theory Board: Jan 22 (Sun.) Draft: Jan 22 (Sun.) Practice Board: Feb 3 (Sun.) Final Translation: Feb 3 (Sun.)</td>
</tr>
<tr>
<td>2. Business English and business Spanish</td>
<td>Theory: Feb 4–10 Practice: Feb 11–17</td>
<td>Jiménez Bellver (teoría 2); Martínez Quiz: Feb 10 (Sun.) Theory Board: Feb 10 (Sun.) Draft: Feb 10 (Sun.) Practice Board: Feb 17 (Sun.) Final Translation: Feb 17 (Sun.)</td>
</tr>
<tr>
<td>3. Business text types</td>
<td>Theory: Feb 18–24 Practice: Feb 25–Mar 3</td>
<td>Jiménez Bellver (teoría 3); Jiménez Quiz: Feb 24 (Sun.) Theory Board: Feb 24 (Sun.) Draft: Feb 24 (Sun.) Practice Board: Mar 3 (Sun.) Final Translation: Mar 3 (Sun.)</td>
</tr>
<tr>
<td>4. Translating financial texts</td>
<td>Theory: Mar 4–10 Spr. Break: Mar 11–17 Practice: Mar 18–24</td>
<td>Jiménez Bellver (teoría 4); Acuyo Verdejo Quiz: Mar 10 (Sun.) Theory Board: Mar 10 (Sun.) Draft: Mar 10 (Sun.) Practice Board: Mar 24 (Sun.) Final Translation: Mar 24 (Sun.)</td>
</tr>
<tr>
<td>5. Translating institutional texts</td>
<td>Theory: Mar 25–31 Practice: Apr 1–7</td>
<td>Jiménez Bellver (teoría 5); Russo Quiz: Mar 31 (Sun.) Theory Board: Mar 31 (Sun.) Draft: Mar 31 (Sun.) Practice Board: Apr 7 (Sun.) Final Translation: Apr 7 (Sun.)</td>
</tr>
<tr>
<td>6. Translating promotional texts</td>
<td>Theory: Apr 8–14 Practice: Apr 15–21</td>
<td>Jiménez Bellver (teoría 6); Guidère Quiz: Apr 14 (Sun.) Theory Board: Apr 14 (Sun.) Draft: Apr 14 (Sun.) Practice Board: Apr 21 (Sun.) Final Translation: Apr 21 (Sun.)</td>
</tr>
<tr>
<td>Final portfolio preparation</td>
<td>Apr 22–28</td>
<td>Final Portfolio: Apr 28 (Sun.)</td>
</tr>
<tr>
<td>Glossary preparation</td>
<td>Apr 29–May 2</td>
<td>Glossaries: May 2 (Thur.)</td>
</tr>
</tbody>
</table>
GRADING POLICY

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion boards</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Translations</td>
<td>40%</td>
</tr>
<tr>
<td>Final Portfolio</td>
<td>10%</td>
</tr>
<tr>
<td>Glossaries</td>
<td>5%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = Below 60%

TECHNICAL REQUIREMENTS

Computer Hardware and Software

To participate in this 100% online course, you must have easy access to the following:

- A computer that is less than 5-years old with high-speed internet connection
- Word processing software, such as MS Word, OpenOffice, LibreOffice, or similar applications
- A PDF reader
- Web browsing software, such as Chrome or Internet Explorer. To ensure you are using a supported browser and have required plug-ins please refer to Supported Browsers, Plugins & Operating Systems for Blackboard Learn from Blackboards resource page.

You may also need occasional access to the following:

- Zipping and unzipping software, such as WinZip, WinRar, or 7.zip
- A multimedia player, such as Windows Media Player, VLC, or Quickplay
- Skype

Student Technical Skills

You are expected to be proficient with the following:

- Installing and using basic computer applications, including word processing software
- Sending and receiving email attachments
- Zipping and unzipping files
Technical Assistance

If you need technical assistance at any time during the course or to report a problem with Blackboard you can:

- Visit the Blackboard Student Help Site
- Submit a Blackboard Help Ticket
- Contact the Center for Online Learning and Teaching Technology (COLTT)

UTRGV POLICY STATEMENTS

STUDENTS WITH DISABILITIES:
Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact Student Accessibility Services (SAS) as soon as possible to schedule an appointment to initiate services. Accommodations can be arranged through SAS at any time, but are not retroactive. Students who suffer a broken bone, severe injury or undergo surgery during the semester are eligible for temporary services.

Pregnancy, Pregnancy-related, and Parenting Accommodations
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Accessibility Services for additional information and to request accommodations.

Student Accessibility Services:
**Brownsville Campus:** Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at ability@utrgv.edu.
**Edinburg Campus:** Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at ability@utrgv.edu.

MANDATORY COURSE EVALUATION PERIOD:
Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (http://my.utrgv.edu); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available on or about:

<table>
<thead>
<tr>
<th>Module</th>
<th>Date</th>
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<tbody>
<tr>
<td>Module 1</td>
<td>February 13 – 19</td>
</tr>
<tr>
<td>Module 2</td>
<td>April 10 – 16</td>
</tr>
<tr>
<td>Full Fall Semester</td>
<td>April 10 – May 1</td>
</tr>
</tbody>
</table>

ATTENDANCE:
Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV’s attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.
**SCHOLASTIC INTEGRITY:**
As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism (including self-plagiarism), and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.

**SEXUAL HARASSMENT, DISCRIMINATION, and VIOLENCE:**
In accordance with UT System regulations, your instructor is a "Responsible Employee" for reporting purposes under Title IX regulations and so must report any instance, occurring during a student's time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at [www.utrgv.edu/equity](http://www.utrgv.edu/equity), including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct and discrimination.

**COURSE DROPS:**
According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the "3-peat rule" and the "6-drop" rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

**STUDENT SERVICES:**
Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Students Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email (ucentral@utrgv.edu) or telephone: (888) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions.

Students seeking academic help in their studies can use university resources in addition to an instructor’s office hours. University Resources include the Learning Center, Writing Center, Advising Center and Career Center. The centers provide services such as tutoring, writing help, critical thinking, study skills, degree planning, and student employment.
Locations are:
- Learning center: BSTUN 2.10 (Brownsville) or ELCTR 100 (Edinburg)
- Writing center: BLIBR 3.206 (Brownsville) or ESTAC 3.119 (Edinburg)
- Advising center: BMAIN 1.400 (Brownsville) or ESWKH 101 (Edinburg)
- Career center: BCRTZ 129 (Brownsville) or ESSBL 2.101 (Edinburg)